

Chapter 6 Outpatient Treatment Records

Section I

General

6-1. For whom prepared

An outpatient treatment record (OTR) (including the dental record) will be prepared for each patient treated as an outpatient at a U.S. Army MTF and DTF for whom an HREC is not prepared. CEMRs will be maintained according to chapter 7. If a beneficiary has received medical care under two different SSNs as a result of remarriage to another military sponsor, record forms filed under the former SSN should be brought forward to the number currently in DEERS. For future inquiries, the previous folder should remain in its original place in the file, cross-referenced with the new number, and retired in accordance with AR 25-400-2 at the normal retirement date.

6-2. Outpatient treatment record forms and documents

.a. DA Form 8005-series folders will replace DA Form 3444-series folders only when the latter have deteriorated or when beneficiaries are entering the system for the first time. On these folders, the "Outpatient Treatment" box will be checked if the folder will be used as a medical record, and the "Dental (Nonmilitary)" box will be checked if the folder will be used as a dental record. (For the preparation and filing of the DA Form 3444-series and DA Form 8005-series folders, see chap 4.)

.b. The forms used in medical OTRs are listed in figures 6-1 and 6-2. These forms will be filed from top to bottom in the order that they are listed in the figures. Retrieved files will be converted to this order. Do not attempt to convert an existing file until it is retrieved and used. Forms will be grouped and filed in reverse chronological order by visit (that is, the latest visit on top). (For authorization of forms and overprinting, see chap 3, sec I.) The forms listed in figures 6-1 and 6-2 are available either electronically or through normal publications supply channels.

.c. The forms and documents used in the dental OTR are listed in figure 6-3. These forms will be filed from top to bottom in the order that they are listed in the figure. The forms listed in figure 6-3 are available through normal publications supply channels. Copies of the same form will be grouped and filed in reverse chronological order.

.d. Because of the importance of plotting the height, weight, and head circumference of pediatric patients, usually through 2 years of age and periodically thereafter, and because no DA form, DD form, or SF records this information, civilian pediatric growth charts and developmental screening tests may be used and are authorized for filing in the OTR and the ITR. Figures 6-1, 6-2, and 9-1 indicate the location of these forms in the medical record. The source of supply is the responsibility of each MTF.

.e. DA Form 5568 will be used to document well-baby visits. A copy of this form is

available on the Army Electronic Library (AEL) CD-ROM and the USAPA Web site, www.usapa.army.mil.

f. DA Form 5862 (Army Exceptional Family Member Program Medical Summary), DA Form 5291 (Army Exceptional Family Member Program Educational Summary), and the automated Exceptional Family Member Program Summary will be filed on the left side of the folder, according to figures 6-1 and 6-2. (See AR 608-75.)

g. DA Form 5303-R (Volunteer Agreement Affidavit) will be used to document voluntary participation in a clinical investigation or research protocol. DA Form 5303-R will be prepared by the clinical investigator or researcher, who is responsible for providing a copy to the records custodian. Use of DA Form 5303-R is required by AR 40-38. A copy is provided only as a source of information for the clinician treating a patient. The original form will be retained by the clinical investigator or researcher. DA Form 5303-R will only be sent to a records custodian if the patient agrees to it. This responsibility is left to the clinical investigator or researcher. This form is authorized for filing in the HREC.

h. Insurance information obtained on DD Form 2569 will be filed in the OTR and the ITR according to figures 6-1, 6-2, and 9-1. The original signed DD Form 2569 will be filed in the medical record applicable to the type of care, and a copy will be filed in the other type of medical record. For example, if the information is obtained during an outpatient visit, file the original in the OTR and a copy in the ITR, or file one copy in the HREC and forward one copy to the billing office.

i. Advance directives (durable power of attorney for health care, living wills) will be recorded in accordance with paragraph 9-2c(2).